

# **Foothill Transit Executive Board**

## **MINUTES**

The regular meeting of the Foothill Transit Executive Board was held Friday, October 27, 2006 at the Foothill Transit Board Room, 1<sup>st</sup> Floor, 100 North Barranca Avenue, West Covina.

President Briesemeister called the meeting to order at 10:25 a.m. The following members were present, constituting a quorum of the Executive Board:

Wil Briesemeister, President  
Paula Lantz, Vice President  
Peggy Delach  
John Fasana  
Lola Storing

Staff and Guests present:

Doran Barnes, Executive Director  
Darold Pieper, General Counsel  
Kevin McDonald, Deputy Executive Director  
Peter Papadakis, Board of Supervisors

### **Pledge of Allegiance**

Member Storing led those present in the Pledge of Allegiance.

President Briesemeister recognized Dan Kirby, Councilmember, City of Monrovia.

### **APPROVAL OF MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 22, 2006**

The regular meeting minutes of September 22, 2006 were approved as submitted.

Motion: Member Delach, seconded by Member Storing  
Vote: Unanimously carried

## **PUBLIC COMMENT**

Ronald Rent addressed the Executive Board regarding an incident involving wheelchair bound passengers. Mr. Rent asked whether or not a Coach Operator is obligated to assist a wheelchair rider onto the bus and/or also securely fasten the passenger once on the bus. Doran Barnes, Executive Director, advised that Coach Operators are not required to assist the person onto the bus but are suppose to fasten the wheelchair rider securely. Mr. Barnes asked Mr. Rent for a detailed description of the incident so that it may be addressed expeditiously and prudently by Foothill Transit staff.

Mary Griffieth stated that Coach Operators and Customer Service Representatives are invaluable to the overall effectiveness of the Foothill Transit organization. Ms. Griffieth is also in full support of the Transit Security officers monitoring Foothill Transit bus lines.

## **PRESENTATIONS:**

### **Contractors' Employee of the Month Awards**

Phil DeLisle introduced and recognized the following awardees:

Francisco Montero, Pomona First Transit Operator of the Month  
Francisco Villarruel, Pomona First Transit Employee of the Month

John Farrell introduced and recognized the following awardees:

Virginia Cordova, Irwindale/Arcadia First Transit Operator of the Month  
John Ramos, Irwindale/Arcadia First Transit Employee of the Month

### **Employee of the Quarter**

Doran Barnes, Executive Director, announced Dietter Aragon as the Foothill Transit Employee of the Quarter.

## **CONSENT CALENDAR:**

The Executive Board adopted Consent Calendar agenda items 7, 9, 11-13  
(Items 8 and 10 were pulled for further discussion).

Motion: Member Delach, seconded by Member Lantz  
Vote: Unanimously carried

## **2006 LEGISLATION SUMMARY**

Member Fasana asked staff to confirm whether the Executive Board previously opposed Proposition 90. Mr. Barnes reported the Executive Board did oppose Proposition 90 and noted the error will be removed from the legislation summary.

The Executive Board adopted Consent Calendar Item 8 as corrected.

Motion: Member Fasana, seconded by Member Lantz  
Vote: Unanimously carried

## **CONTRACT AMENDMENT – STETON CONSTRUCTION GROUP CONTRACT NO. 06-027R INCREASE IN EXPENDITURE AUTHORITY**

Mr. Barnes reported a mathematical error was found in the calculation of the contract amount and that the correct expenditure amount is \$7,751,116 rather than \$7,750,936. Member Fasana expressed concern with respect to the bidding process, specifically the additional \$54,200 in plumbing needs that was unidentified during the scope of work. Ed Gill, Special Counsel, advised the contractor (Steton) bid out the work to several sub-contractors and was unable to review the bid in a timely manner. The original bid price was nearly \$70,000 but the contractor was able to negotiate the price down to \$54,200. Member Lantz agreed with Member Fasana and noted if the scope of work is clear and understandable to begin with, it seems unfair for Foothill Transit to incur extra costs due to the subcontractor falling short in their obligation to provide an accurate bid. Member Delach requested to view the list of items missed in the scope of work. Mr. Barnes advised this item particular item can be deferred to a future meeting so that the Executive Board may review the necessary materials as requested. Mr. Gill will furnish the information relating to the scope of work to the Executive Board.

The recommended action is to increase the expenditure authority of Contract No. 06-027R with Steton Construction Group for the improvements and build-out of the administrative offices at 100 South Vincent Avenue in West Covina, CA less the \$54,200 cost increase for plumbing work.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Delach  
Vote: Unanimously carried

## **REGULAR AGENDA:**

### **ADMINISTRATIVE OFFICE – PROJECT UPDATE**

Bob Arthur, Director of Special Projects, reported two work crews are working diligently every day. Wall Framing is nearly complete, as is electrical wiring and communications conduits, drywall insulation, air conditioning ducting is in place, and new fire sprinkler

system. In compliance with the federally funded project, Foothill Transit is obligated to designate a portion of the project funds to a mandatory Public Art Program. In concert with Rio Hondo Community College, over two dozen transportation based art pieces have been designed by students for consideration of being displayed at the new Foothill transit Administrative office.

In response to Member Fasana, Mr. Arthur reported completion of the Administrative Office project is still on schedule. Member Lantz asked if the Executive Board is involved in the decision making process for the student art pieces that are to be selected and placed at Foothill Transit's new administrative office. Mr. Arthur noted Foothill Transit will have the option to choose/select and the art pieces to be displayed at the new Administrative office. Mr. Barnes advised Foothill Transit staff will work closely with Rio Hondo Faculty/staff in deciding the art pieces to be selected.

The Executive Board received and filed the Administrative Office Project Update.

Motion: Member Delach, seconded by Member Lantz  
Vote: Unanimously carried

#### **PERFORMANCE INDICATORS REPORT – SEPTEMBER 2006**

Rahul Kumar, Director of Planning, reported customer complaints increased on Lines 498 and 699 due to schedule adherence. Member Fasana asked for the standard in measuring complaints. Mr. Kumar advised the performance target for customer complaints is 7.5 and was eclipsed in September to 9.25. President Briesemeister asked for the nature of the complaints. Mr. Kumar reported missed trips occurred on Lines 498 and 699 respectively and a Quality Assurance Team visited these bus lines to measure their performance and recommend any changes as needed. Mr. Barnes noted significant congestion on the busway in route to Downtown Los Angeles hinders bus line performance, however, Smartbus implementation will assist in alleviating this issue as bus schedules will be converted.

The Executive Board received and filed the September 2006 Performance Indicators Report.

Motion: Member Delach, seconded by Member Lantz  
Vote: Unanimously carried

#### **TRANSIT STORES SALES & SERVICES QUARTERLY REPORT FOR JULY 2006 – SEPTEMBER 2006**

Araceli Lopez, Transit Store Operations Manager, summarized the July 2006 – September 2006 Transit Stores Quarterly report (copy on file). Ms. Lopez reported Transit store staff answered 99.58 percent of all calls received during the first quarter of FY 2007. The average hold time decreased to 45 seconds this quarter compared to the same period last year. First quarter Pass sales were 11 percent higher compared to the

same period last year and total sales reached an all-time high of \$1,406,468. Although walk-in traffic for all stores this quarter decreased 10 percent, an increase of approximately 1 million hits to the Foothill Transit website may have contributed to the reduction of walk-ins and calls received.

The Executive Board received and filed the Transit Stores Quarterly Report.

Motion: Member Delach, seconded by Member Fasana  
Vote: Unanimously carried

### **CONTRACT AWARD – POMONA TRANSIT SERVICES (RFP No. 06- 024)**

LaShawn King Gillespie, Director of Procurement, reported proposals were received in response to the RFP from First Transit and Laidlaw Transit Services on July 28, 2006. After review by the evaluation committee, First Transit ranked highest with an overall score of 89.15 out of a possible 100 points. Although both firms scored highly, First Transit proposed a lower bid price. Pending approval of the Executive Board, final contract terms and conditions will be negotiated with the successful proposer and the start-up date for services under the new contract will be February 4, 2007. The recommendation is to authorize the Executive Director to award a contract to First Transit, Inc. for a base of two years and three one-year options, and negotiate final contract terms and conditions for transit operations and maintenance services at Foothill Transit's Pomona facility with a base contract cost of \$38,393,521 and a five-year cost projected at \$101,915,113.

The Executive Board approved the above recommendation.

Motion: Member Delach, seconded by Member Storing  
Vote: Unanimously carried

Irwin Rosenberg, Vice-President, Laidlaw Transit thanked Foothill Transit and the Executive Board for considering their proposal and being allowed to participate in the bidding process. Mr. Rosenberg commended Foothill Transit staff for their diligence during the evaluation process and is eager to be a part of a potential bid process in the future with respect to the Irwindale facility.

Member Fasana asked for the current annual cost increase in the present contract and the specific amount in the new contract. Kevin McDonald, Deputy Executive Director, reported the annual cost increase from current year to the first year of the newly proposed contract is 2.4 percent.

### **BUS STOP ENHANCEMENT PROGRAM APPLICATION APPROVAL**

Rahul Kumar, Director of Planning, reported six applications have been received totaling \$280,206 and there is sufficient funding available in the FY 2007 Business Plan to approve these requests for improvements. The recommendation is to authorize the

Executive Director to approve applications for funding bus stop improvements under Phase V of Foothill Transit's Bus Stop Enhancement program.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Delach  
Vote: Unanimously carried

### **CONTRACT AWARD – AUDIO-VISUAL EQUIPMENT**

Ms. Gillespie reported five bid packages were received on October 18, 2006 in response to the Invitation for Bids (IFB). Out of the five bids received, Audio Visual Innovations (AVI) bid was reviewed and determined to be the most responsive to the requirements stated in the IFB. The equipment to be supplied will include: video projection systems for the Board and conference rooms; viewing monitors; audio reproduction equipment; video/audio routing equipment; and other system related infrastructure as needed. Further, funding for this project is available in the FY 2007 Capital Budget. President Briesemeister asked if the equipment is state of the art and would it adequately serve the needs of Foothill Transit over a prolonged period of time. Ms. Gillespie noted a large portion of the equipment costs was attributed to installation and the technology of the equipment is first rate. Mr. Barnes noted there are multiple components to the audio-visual equipment and some parts will last longer than others. Nevertheless, the equipment will be used prudently and should last for a substantive amount of time.

The recommendation is to authorize the Executive Director to award a contract in the amount of \$192,584.89 to Audio Visual Innovations (AVI) and negotiate final contract terms and conditions to supply and install audio-visual Equipment at Foothill Transit's new administrative offices.

The Executive Board approved the above recommendation.

Motion: Member Fasana, seconded by Member Delach  
Vote: Unanimously carried

### **BOARD MEMBER AND EXECUTIVE DIRECTOR COMMENTS**

Member Fasana commented on the issue of safety and how Foothill Transit monitors Coach Operators to ensure precautionary measures are being followed. Mr. McDonald reported Foothill Transit will hold a workshop in November 2006 wherein management teams will discuss various transit issues including safety. Mr. Barnes commented on the importance of customers using the appropriate channels to issue their comments or complaints so that Foothill Transit staff can assist them quickly. In regards to schedule adherence, Mr. Barnes advised a perfect bus schedule can be implemented but the human element in operating a bus affects schedule adherence. In a recent meeting with Caltrans, Member Fasana noted discussions to alleviate the traffic congestion on

the 10, 60 and 210 freeways were promising. Mr. Barnes added that Caltrans has the administrative capacity to benefit Foothill Transit in terms of legislation and looks forward to working with Caltrans on transit/highway issues. Mr. Barnes announced the annual Serena Song event will be held October 27, 2006 at Kahler Russell Park and on October 28, 2006 at West Covina High School. Mr. Barnes cautioned flight times are laden by weather conditions and may be adjusted accordingly. He also alluded to his recent trip to the APTA Conference in San Jose, California where he was elected to serve as Chairperson to the Human Resources Committee.

**CLOSED SESSION CONFERENCE WITH REAL PROPERTY NEGOTIATORS –  
Government Code Section 54956.8**

- a) **Property: 100 S. Vincent Avenue, West Covina, CA 91791; Negotiating Parties: Mike Hashim, Bob's Big Boy Corporation; Foothill Negotiators: Doran Barnes and Bob Arthur: Under Negotiation: Possible acquisition of real property including terms and price**
  
- b) **Property: 1600 S. Azuza Avenue, Puente Hills Mall, City of Industry, CA 91748; Negotiating Parties: Ken Mason, General Manager, Puente Hills Mall; Foothill Negotiators: Doran Barnes and Bob Arthur: Under Negotiation: Possible acquisition of real property including terms and price**

The Executive Board recessed to Closed Session at 11:49 a.m.  
The Executive Board reconvened at 12:24 p.m.

Darold Pieper advised that no reportable actions were taken that are required to be disclosed.

**ADJOURNMENT**

There being no further business, the Executive Board adjourned at 12:25 p.m.